

\*DR 37-2-10U

DEPARTMENT OF THE ARMY  
ST. LOUIS DISTRICT, CORPS OF ENGINEERS  
1222 SPRUCE STREET  
ST. LOUIS, MISSOURI 63103-2833

CEMVS-RM-B

Regulation  
No. 37-2-10U

15 November 2000

Financial Administration  
PROGRAM BUDGET ADVISORY COMMITTEE (PBAC)

1. **PURPOSE.** This regulation provides policy guidance and establishes procedures for the Program Budget Advisory Committee, (PBAC) which support the Operating Budget.
2. **APPLICABILITY.** This regulation is applicable to all organizational elements of the St. Louis District, Corps of Engineers.
3. **REFERENCE.** Engineer Regulation (ER) 37-1-24, Financial Administration, Operating Budgets, 22 December 1994.
4. **GENERAL.** Programming reflects the mission of the District, establishes priorities and identifies required resources needed to ensure mission accomplishment. The Operating Budget provides the Commander with a tool to align the organizational requirements with all programmed funding sources.
5. **POLICY.**
  - a. The development, execution, and analysis of the District's Operating Budget is a command responsibility. Full participation of the Commander's principle staff is necessary to make the Operating Budget an effective management tool. The District Commander is assisted by the PBAC in the execution of this responsibility.
  - b. The PBAC Committee will develop recommendations for the planning, programming, and utilization of resources to ensure effective and economical accomplishment of the St. Louis District's mission.

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\* This regulation supersedes DR 37-2-10U, 15 March 1992.

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## **6. RESPONSIBILITIES.**

a. The formal PBAC is established to provide recommendations to the District Commander regarding resource allocation issues addressed in the Operating Budget. Members will focus on the District's welfare, not the interest of their own functional elements. The PBAC will:

- (1) Recommend budget guidance and limitations to control resource consumption.
- (2) Assure workload projections are reasonable and adequate for the District's mission.
- (3) Review Operating Budget execution, trends, and projections. This includes Cost of Doing Business indicators such as overhead rates, Consolidated Command Guidance (CCG) targets, and private sector contracting goals.
- (4) Recommend approval of the Operating Budget to the District Commander.

b. Each Division/Office chief will exercise supervision over development, execution, and analysis of its respective part of the operating budget to ensure compliance with approved command objectives, observance of limitations, and adherence to targets. This will include development and necessary revision of specific missions, assumptions, objectives, priorities, policies, cost estimates, and resource requirements for a given workload. Internal controls will be established to supervise program execution, including resource utilization and formulation of recommendations for adjustments to the Operating Budget.

c. The Chief, Resource Management Office will provide general overall advice and assistance to the Commander, Deputy Commanders, and staff on all matters relating to the Operating Budget. This advice and assistance will include interpreting and disseminating general budget guidance for preparation of resource requirements, workload narrative justifications, and other data required for development and execution of the Operating Budget or any other resource action for review by the PBAC and approval by the District Commander.

## **7. MEMBERSHIP.**

a. The voting members of the committee will be composed of the following individuals:

- (1) Deputy District Commander (Co-Chair)
- (2) Deputy District Engineer for Project Management (Co-Chair)
- (3) Resource Management Office (Program Coordinator)

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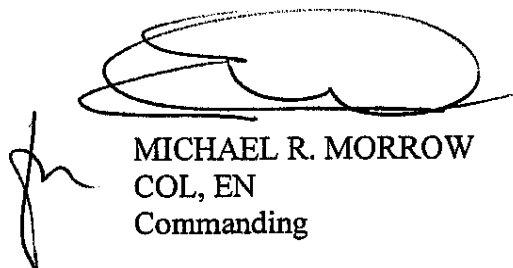
- (4) Chief, CONOPS Division
- (5) Chief, Engineering Division
- (6) Chief, Real Estate Division
- (7) Budget Officer (nonvoting advisor)
- (8) Program Management Officer (nonvoting advisor)

b. Each voting member of the committee will designate an alternate to the Program Coordinator with full authority to serve in his/her absence and participate in the decision process. Each member may bring an advisor to provide technical assistance. Advisors cannot vote on committee actions.

c. The Resource Management Officer is responsible for scheduling meetings, coordination of the agenda, distribution of read ahead material and preparation of minutes to record guidance and decisions. The Resource Management Officer will represent all offices not on the committee.

d. Representatives of other Divisions/Offices may be invited to attend committee meetings in a liaison or advisory capacity.

8. MEETINGS. Meetings will be held on a quarterly basis with special meetings called as needed. A quorum of two-thirds of the membership must be present at each meeting in order to transact business.



MICHAEL R. MORROW  
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